

File ID Number	13-2810
Introduction Date	12-11-13
Enactment Number	13-2565
Enactment Date	12/11/13
By	OK



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

To: Board of Education

From: Gary Yee, Interim Superintendent
Vernon Hal, Deputy Superintendent *VH*
Jennifer LeBarre, Director

Subject: Grant Award Notifications- USDA Farm to School Implementation Grant

ACTION REQUESTED:

Acceptance by the Board of Education of USDA Farm to School Implementation Grant effective December 1, 2013- November 30, 2015.

BACKGROUND:

Grant proposals for OUSD was submitted for 2013-14 fiscal year for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

File ID #	Backup Document Included	Type	Recipient	Grant's Purpose	Time Period	Funding Source	Grant Amount
	X	Grant	OUSD Nutrition Services	Farm to School	12/1-2013-11/30/2015	USDA FNS	\$100,000

DISCUSSION

The District created a Grant Face Sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

FISCAL IMPACT:

The total amount of grants will be provided to OUSD schools from the funder.

- Grants valued at: \$100,000

RECOMMENDATION:

Acceptance by the Board of Education of USDA Farm to School Implementation Grant funding. Notifications according to the terms and conditions set forth in the attached Grant Award Notification letters.

Attachments:

Grant Face Sheet; Grant Award Notifications

OUSD Grants Management Face Sheet

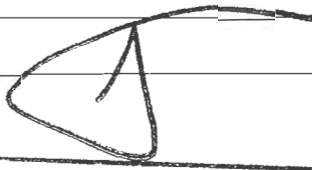
Title of Grant: USDA Farm to School Implementation grant	Funding Cycle Dates: December 1, 2013–November 30, 2015
Grant's Fiscal Agent: Nutrition Services/OUSD	Grant Amount for Full Funding Cycle: \$100,000
Funding Agency: USDA FNS	Grant Focus: Farm to School
List all School(s) or Department(s) to be Served: Nutrition Services	

Information Needed	School or Department Response
How will this grant contribute to sustained student achievement or academic standards?	Grant provides funds to develop and expand the CA Thursdays program, bringing more scratch cooked local foods to cafeterias across the district and fostering student achievement by promoting health and wellness.
How will this grant be evaluated for impact upon student achievement? (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 5.17% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)	N/A
Does the grant require any resources from the school(s) or district? If so, describe.	N/A
Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 5.17% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)	Yes – CAFF contract.
Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)	No
Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.)	Alexandra Emmott 900 High St. Oakland, CA 94601 510-434-3334 alexandra.emmott@ousd.k12.ca.us

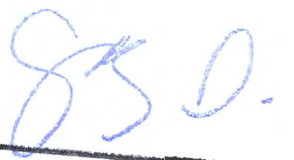
Applicant Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Principal			
Department Head (e.g. for school day programs or for extended day and student support activities)	Jennifer LeBarre		


Grant Office Obtained Approval Signatures:

Entity	Name/s	Signature/s	Date
Fiscal Officer	Vernon Hal		
Superintendent	Gary Yee		

David Kakishiba
 President, Board of Education



Gary Yee, Ed.D.
 Secretary, Board of Education

File ID Number: 13-2510
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 By: 



**United States
Department of
Agriculture**

November 18, 2013

Food and
Nutrition
Service

Oakland Unified School District
900 High Street
Oakland, California 94601

3101 Park Center Dr.
Alexandria, VA
22301-1500

Dear Alexandra Emmott:

Congratulations! The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) has selected Oakland Unified School District to receive a Fiscal Year 2014 Farm to School Implementation Grant.

Hundreds of applicants across the country competed for a limited amount of funding. The overwhelming interest in this round of USDA Farm to School Grants excited us, but also made the selection process extremely difficult. Your application stood out among so many others because it demonstrated your strong experience and readiness to conduct farm to school initiatives; showed that you are thinking critically about opportunities and challenges; outlined goals that are closely aligned with ours; proposed a reasonable scope and budget; and gave us confidence that your farm to school program will be implemented with or without continued Federal support.

We will be in touch to schedule an initial check-in call to discuss details and answer questions. You should also plan to attend an introductory webinar for all grantees on Wednesday, December 4, 2013 at 1:00 P.M. EST. In the meantime, please move forward on hiring contractors, formalizing partnerships, and preparing to fully engage farm to school activities beginning December 1, 2013.

Enclosed, you will find the Grant Agreement form FNS-529, which reflects the funding amount for this award. Please note that the funding period begins on December 1, 2013 and ends on November 30, 2015; however, you may complete your project earlier. In addition, we have enclosed a copy of the Food and Nutrition Service Terms & Conditions for this grant agreement, which outlines the responsibilities of both parties. The appropriate authorizing official must sign (in **BLUE INK**) and return three copies of the FNS-529 along with the enclosed ASAP.gov Information Request Form. Please return these documents no later than 2 weeks from the date of this letter. Please send your signed FNS 529s to:

Kimberly Shields, Grants Officer
USDA/FNS/FM/Grants and Fiscal Policy Division
3101 Park Center Drive, Suite 740
Alexandria, VA 22302

We will sign and return one copy of the form to you and begin the enrollment process in ASAP.gov (an online payment system) to set up the Letter of Credit by which your grant funds will be made available.

USDA will make a public announcement regarding this grant award on Tuesday, November 19, 2013 at 9:30 AM ET. The press release is embargoed until after this time. We ask that you refrain from any local or regional announcements until after the official USDA announcement, but after that time please share widely. To assist you in making your own announcement, we have included a sample press release. Once the USDA announcement is made, you are encouraged to share the news with local and regional media.

Finally, through our work supporting farm to school initiatives, we regularly communicate with other federal programs and non-federal funders (e.g. private and community foundations) interested in supporting farm to school activities. While the USDA Farm to School Program is limited to awarding \$5 million a year, we hope to leverage our relationships with other funders to increase overall support for farm to school activities. From time to time other funders request information about farm to school projects planned or underway in various communities. If you would like for us to share information about your project with other funders, please let us know by December 19, 2013 by sending an email to Gregory Walton at greg.walton@fns.usda.gov. FNS will remove personally identifiable information (PII) prior to the release of any proposals that we received approval to share.

Information about your organization and your proposed project will be included in a list that is shared with other funders, your full proposal may be shared upon request, and other funders may elect to communicate directly with you at a future date. Should you wish to take advantage of this opportunity, we must receive your explicit permission.

To review, please take the following actions:

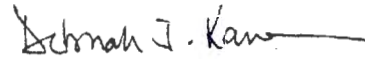
- Sign and return the required documents
- Share news of the award with local and regional media (after the official USDA announcement is made)
- Save the date and participate in the introductory webinar
- Let us know by December 19, 2013 if you want your proposal shared with other funders on request. PII will be removed prior to the release of any proposals that we receive approval to share.

If you have any questions or need assistance with amendments or financial matters, please contact Kimberly Shields, Grants Officer at kimberly.shields@fns.usda.gov. For assistance with programmatic matters, contact Matt Russell at 202-720-6765 or matthew.russell@ams.usda.gov.

Sincerely,



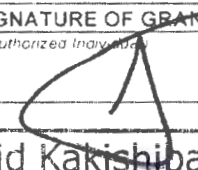
Lael J. Lubing
Director
FNS Grants and Fiscal Policy Division



Deborah Kane
National Director
USDA Farm to School Program

Enclosures

cc: Matthew Russell
Kimberly Shields

UNITED STATES DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE		1. GRANT/AGREEMENT NO. CN-12S-IMPI-14-CA-02	2. PAGE 1 OF 1
GRANT/COOPERATIVE AGREEMENT		3. AUTHORITY/CFDA NUMBER P.L. 110-161 10.575	4. UNIVERSAL IDENTIFIER NUMBER (UNIS) 076554500
5. ISSUING OFFICE USDA Food and Nutrition Service 3101 Park Center Drive, Suite 732 Alexandria, VA 22302-1594 Attn: Kimberly Shields, Grants Officer		6. GRANT/AGREEMENT FOR FY-2014 Farm 2 School Project Grant	
7. GRANTEE/COOPERATOR (Name and Address) Oakland Unified School District 900 High Street Oakland, CA 94601 Attn: Alexandra Emmott		8. ACCOUNTING AND APPROPRIATION DATA FY 2014	
9. PLACE OF PERFORMANCE California		10. GRANT AGREEMENT OR AMENDMENT TOTAL AMOUNT \$ 100,000.00	
11. MAIL REQUESTS FOR REIMBURSEMENTS TO Payments will be made via Letter of Credit		12. SPONSOR Food and Nutrition Service - Farm 2 School Contact: Matthew Russell	
		13. EFFECTIVE DATE 12-01-2013	14. EXPIRATION DATE 11-30-2015
The Grantee/Cooperator hereby assures and certifies that he will comply with the regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal Funds for this federally assisted project, including OMB Circulars No. A-21, A-87, A-110, A-122 and A-133; 41 CFR 1-15.2; and any USDA Regulations implementing OMB Circulars, such as 7 CFR 3015, 3016, 3017, 3018, and 3019, 3021, as amended.			
REMARKS The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) amended Section 18 of the Richard B. Russell National School Lunch Act (NSLA) to establish a Farm to School Program in order to assist eligible entities, through grants and technical assistance, in implementing farm to school programs that improve access to local foods in eligible schools. This "Implementation Grant" cooperative agreement provides funding for school districts or schools just starting to incorporate farm to school program elements into their operations.			
SIGNATURE OF GRANTEE/COOPERATOR		UNITED STATES OF AMERICA	
SIGNATURE (Authorized Individual)	DATE	SIGNATURE (Contract/grant Official)	DATE
			
NAME (Typed) David Kakishiba		NAME (Typed) Fac tubing	
TITLE President, Board of Education		TITLE Director, Grants & Fiscal Policy Division	

Grantee' Name	Oakland Unified School District
FNS Federal Agreement No.	CN-F2S-IMPL-14-CA-02

FOOD and NUTRITION SERVICE
GRANT TERMS AND CONDITIONS

Upon execution of this document, an award to **Oakland Unified School District** in the amount of **\$100,000.00** is made under the authority of the Healthy Hunger Free Kids Act of 2010 (HHFKA), which amended section 18 of the Richard B. Russell National School Lunch Act (NSLA) to establish a Farm to School program in order to assist eligible entities, through grants and technical assistance, in implementing farm to school programs that improve access to local foods in eligible schools. **Oakland Unified School District** accepts this award, a farm to school implementation grant, for the purposes described in the application narrative and the USDA, Food and Nutrition Service (FNS) terms and conditions.

1. **General.** The Grantee will conduct the grant project as described in its submission of the Standard Form 424, 424A, and proposal amended, signed, and dated November 6, 2013, Titled "Farm to School Grant Program", including any subsequent revisions and correspondence containing clarifications.
2. **Purpose.** The Agency hereby awards **\$100,000.00** to **Oakland Unified School District** to support Farm to School activities.
3. **Catalog of Federal Domestic Assistance Number** for this project is: **10.575**
4. **Performance Period.** This agreement is effective from **December 1, 2013** through **November 28, 2015**. All agreement funds must be obligated and all program activities under the agreement (other than activities related to the close out of the agreement) must be completed by **November 28, 2015**. The closeout of the agreement must occur within 90 days of the expiration date **February 26, 2016**, and all obligations incurred under the agreement must be liquidated by this date.
5. **Amendments/Revisions and Budget Changes.** The Grantee may request an amendment or revision to the agreement, including the proposal, in writing at any time during the duration of the agreement. Prior approval is required, as stated in 7 CFR 3016.30, for any revision of the scope or objectives of the project (regardless of whether there is an associated budget revision), changes in key personnel, such as the project director, or changes to budget line cost/expenditure. All amendments or revision must be submitted in writing to:

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Leslie Byrd, Grants Officer
Grants and Fiscal Policy Division
3101 Park Center Drive, Suite 732
Alexandria, VA 22302
leslie.byrd@fns.usda.gov

The Grantee may re-budget within the approved direct cost budget to meet unanticipated requirements. However, as required in 7 CFR 3016.30 USDA, FNS is requiring that prior approval be obtained for any budget revision that involves a shift of funds among line-items in excess of 10% of the total approved grant budget. Such revisions must be submitted in writing with a revised budget in the same format as the original budget. All other requirements within 7 CFR 3016.30 also applies.

The Grantee must include justification with any proposed amendment/revision and budget changes. All requests for changes must be made at least 45 days before the end of the grant period. Any request received after **October 14, 2015**, will not be considered.

6. **Non-agreement funds.** The Grantee may seek and apply for funds from other sources in support of the mission of the agreement. The Grantee must ensure that any funds obtained from other sources and used in support of the mission of the grant (including any funds for the administrative costs associated with the grant) are expended in accordance with this agreement.
7. **Programmatic changes.** The Recipient shall obtain prior approval for any change to the scope of objectives of the approved project, key personnel, or transfer of substantive programmatic work to another party.
8. **Financial Status Reports.** The grantee is required to electronically enter the quarterly and final financial status report (SF-425) into the FNS, Food Programs Reporting System (FPRS). This report must be certified by the grantee's chief fiscal officer or an officer of comparable rank. Included with the terms and conditions are instructions on how to obtain access and enter data into FPRS. This report must be entered within 30 days after the close of each quarter. The Final Financial Report must be entered into FPRS within 90 days of the expiration of the grant agreement. This report must also be certified by the grantee's chief fiscal officer or an officer of comparable rank. A progress report template will be provided.
9. **Quarterly Progress Reports.** Progress reports must be sent to FNS 30 days following the end of each quarterly period. These reports should cover the preceding quarterly period of activity.
 - A progress report template will be provided.
 - The initial progress report will cover the first two quarters (November – March) and is due April 30.
 - Subsequent reports are due: July 30th, October 30th, January 30th, etc.

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- School grantees are also required to complete the USDA's Farm to School Census when it becomes available in spring, 2014.

The Grantee must report immediately any problems, delays, or adverse conditions that impair the Grantee's ability to meet the grant objectives. The notification must include information on action taken or contemplated in response to the problem.

Materials developed with funding from this Agreement must be submitted in an electronic format. **One hard copy** of developed materials must also be submitted at the end of the performance period.

The Grantee is strongly encouraged to submit the Quarterly Progress Report and associated documentation and attachments via electronic mail to Matt Russell (matthew.russell@ams.usda.gov) and to Leslie Byrd (leslie.byrd@fns.usda.gov). If the grantee wishes to send a hard copy, an original shall be sent to:

Matt Russell
Agricultural Marketing Service, FVP
1400 Independence Ave. SW, Room 2077
Washington, DC 20250

10. **Final Report:** A final report identifying the accomplishments of the project is due 90 days after the end date of this Agreement.

- A final report template will be provided.

11. **Established Office of Management and Budget (OMB) guidance:** This Federal Financial Assistance award is subject to rules and regulation related to the grantee's organizational entity type as shown below.

Administrative Requirement:

- a. OMB Circular A-102 - States, Local, and Indian Tribal Governments
- b. 2 CFR, Part 215 -- Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- c. 2 CFR Part 175 --Award Term for Trafficking in Persons
- d. 2 CFR Part 25 -- Universal Identifier and Central Contractor Registration
- e. 2 CFR Part 170 -- Reporting Subaward and Executive Compensation Information

Cost Principals:

- a. 2 CFR, Subtitle A, Chapter II, Part 225 - States, Local, and Indian Tribal Governments
- b. 2 CFR, Subtitle A, Chapter II, Part 220 -- Institutions of Higher Education, Hospitals
- c. 2 CFR, Subtitle A, Chapter II, Part 230 - Non-Profit Organizations

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12. **USDA regulations pertaining to grants.** The Grantee will comply with requirements of the following regulations:

- a. 7 CFR Part 3015: "Uniform Federal Assistance Regulation"
- b. 7 CFR Part 3016: "Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments other than Entitlement Programs" (Reference OMB Circular A-102 Common Rule)
- c. 7CFR Part 3015: "Uniform Federal Assistance Regulation"
- d. 7 CFR Part 3017: "Government-wide Debarment and Suspension (Non-procurement)"
- e. 7 CFR Part 3018: "New Restriction on Lobbying"
- f. 7 CFR Part 3019: "Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organization"
- g. 7 CFR Part 3021: "Government-wide Requirements for Drug Free Workplace (Financial Assistance)"
- h. 7 CFR Part 3052: "Audits of States, Local Governments, and Non-Profit Organizations"
- i. Member of Congress : Pursuant to 41 U.S.C. 22, no Member of Congress shall be admitted to any share or part of contract or agreement made, entered into, or accepted by or on behalf of the United States, or to any benefit to arise from this Federal Financial Assistance award.
- j. Freedom of Information Act (FOIA). Public access to Federal Financial Assistance records shall not be limited, except when such records must be kept confidential and would have been excepted from disclosure pursuant to the "Freedom of Information" regulation (5 U.S.C. 552)

13. **Sub-grantees compliance.** The Grantee will ensure that sub-grantees are in compliance with applicable Federal administrative requirements and cost principles. No funds shall be provided to an eligible collaborator or contractor before such an agreement is signed by all parties. While section 3016.36 authorizes a State to use its own procurement actions, as well as comply with State ethics and code of

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conduct requirements. State procurement codes generally require competitive procurements and are often more restrictive than 3016.36(b) through (i).

14. **Suspension/Debarment.** The Grantee agrees to ensure that all sub-grantees are neither excluded nor disqualified under the Suspension and Debarment rules found at 7 CFR sec. 3017.300 by doing any one of the following:
- a. Checking the Excluded Parties List System (EPLS). This information can be found at www.epls.gov.
 - b. Collecting a certification that the entity is neither excluded nor disqualified. Because a Federal certification form is no longer available, the Grantee or sub-grantee electing this must devise its own.
 - c. Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the Grantee or a sub-grantee under its grant or sub-grant.
15. **Nondiscrimination.** The Grantee will comply with following the Nondiscrimination statutes and regulations, any other related regulations and any USDA nondiscrimination directives:
- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d- et seq.) and USDA regulations at 7 CFR Part 15, Nondiscrimination, an Department of Justice regulations at 28 CFR Part 42, Non discrimination; Equal Employment Opportunity: Policies And Procedures;
 - b. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting from Federal Financial Assistance;
 - c. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 1681 et seq.) and USDA regulations at 7 CFR Part 15a, Education Programs or Activities Receiving or Benefiting or Benefiting from Federal Financial Assistance, and Department of Justice regulations at 28 CFR Part 41, Implementation of Executive Order 12250, Nondiscrimination On the Basis of Handicap In Federally Assisted Programs; and
 - d. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) The Grantee assures that it will immediately take any measures necessary to effectuate the requirements in these laws, regulations

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and directives. The Grantee gives this assurance in consideration of and for the purpose of obtaining the funds provided under this agreement.

The following nondiscrimination statement shall be included, in full, on all materials that are produced by the grant recipient for public information, public education, or public distribution.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights; Room, 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

16. **Evaluation.** The Grantee will cooperate with any evaluation of the program by providing USDA/FNS requested data and access to records. The Grantee will cooperate with any, as needed, on-site financial and/or technical reviews and audits at any time during the term of the agreement. In addition, the Grantee shall make all records pertaining to activities under the grant available for audit purposes.

The Grantee will require any sub-grantees or contractors to comply with the requirements of this agreement and ensure that USDA/FNS has access to any sub-grantees or contractors for purposes of evaluating, monitoring or reviewing other operations or records as they relate to this grant. When entering into a sub-grant, the Grantee shall ensure that the sub-grantee’s agreement contains any clause required by Federal Statute or Executive Order and their implementing regulations.

In accordance with the Request for Application, implementation grant recipients may be asked to host USDA officials for a site visit during the course of their grant award. (All costs associated with the site visit will be paid for by USDA and are not expected to be included in grant budgets.) Site visits serve to augment USDA’s understanding of the challenges with and best practices of farm to school efforts.

17. **USDA/FNS acknowledgement.** Unless otherwise advised by USDA/FNS, the Grantee will acknowledge the support of USDA/FNS whenever publicizing the work under this grant. To this end, the Grantee must include in any publication resulting from work performed under this grant an acknowledgment in substantially the form set below:

“This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.”

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18. **Liabilities.** The Grantee may not seek any financial recourse from USDA/FNS as a result of any liabilities the Grantee might incur for bodily injury or personal property damage resulting from negligent acts, errors, or omissions of the Grantee, their officers, agents or employees, or if applicable its sub-grantees or their officers, agents, or employees, in performing this agreement. Liabilities of the United States are governed by the Federal Tort Claims Act, 28 U.S.C. 2671 et seq.

19. **Funding.** USDA/FNS will provide funds to the Grantee in the amount stated on the Grant/Cooperative Agreement Form FNS-529, Box 10, as specified in the grant award letter, for use in accordance with this agreement. Funds will be provided through the Grant Award/Letter of Credit process, in the same manner as other USDA /FNS funds, upon receipt of a properly executed Grant agreement.

Funds will be provided to the grantee through the Automated Standard Application for Payments (ASAP.gov) System, administered by the U.S. Treasury Department. The Grantee will follow and complete all processes to register with the ASAP.gov Payment System. The Grantee will immediately notify FNS of any problems encountered with the ASAP.gov registration process, and work with FNS to resolve and any all issues. While funding is available, grant funds will not be withdraw from the ASAP.gov Payment System in advance of need, generally no more than 3 days in advance of the payment due date.

FNS will release 90 percent of the grant funding to the Grantee at the beginning of the project period of performance. The remaining 10 percent of funds will be released to the Grantee upon successful submission of the quarterly progress and financial report preceding the final progress and financial report.

20. **Noncompliance.** As provided in sections 7 CFR 3016.43 and 3016.44, USDA/FNS may unilaterally terminate this grant agreement or recover, withhold, or cancel payment of up to 100 percent of the funds made available under the agreement if the Grantee fails to comply with any term of the agreement. USDA/FNS will consider failure to comply with the reporting requirements of this grant agreement to be a material failure to comply with the agreement and a basis for termination. If USDA/FNS decides to take action against the Grantee for noncompliance under the grant agreement, USDA/FNS will provide the Grantee written notice of the basis for its determination.

Appendix A – Award Term for Trafficking in Persons (2 CFR Part 175)

Appendix B – Reporting Subawards and Executive Compensation (2 CFR Part 170)

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Appendix A – Award Term for Trafficking in Persons (2 CFR Part 175)

Trafficking Victims Protection Act 2000 as detailed in 2 CFR Part 175

This part establishes a Governmentwide award term for grants and cooperative agreements to implement the requirement in paragraph (g) of section 106 of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)).

- a. Provisions applicable to a recipient that is a private entity.
 1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 7 CFR 3017.
- b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or

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- ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 7 CFR 3017.
- c. Provisions applicable to any recipient.
- 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. Definitions. For purposes of this award term:
- 1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - 2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - 3. "Private entity:"
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A non-profit organization, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

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B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Appendix B – Reporting Subawards and Executive Compensation (2 CFR Part 170)

I. Reporting Subawards and Executive Compensation

a. Reporting first-tier subawards

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. *Where and when to report.*

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. *Reporting Total Compensation of Recipient Executives.*

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

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(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. *Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

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i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions*. For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

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iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. *Salary and bonus.*
- ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
- v. *Above-market earnings on deferred compensation which is not tax-qualified.*
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

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FARM TO SCHOOL EXPERIENCE

1. Procurement

Oakland Unified School District’s (OUSD) Farm to School Plan was created in partnership with The Community Alliance with Family Farmers (CAFF) during the 2009-10 school year. The plan, developed through a series of community engagement sessions, prioritizes the purchase of produce that is fresh, local, sustainable, and organic/pesticide free.

The Farm to School Plan set forth the following goals and definitions:

- a) “Local” is defined as within a 250 mile radius of Oakland, CA.
- b) By end of 2012-13 school year, 25% of all produce purchases would be from local sources.
- c) Produce purchased from distributor will be labeled with farm name and location.
- d) Increase purchases from small and medium sized family farmers.
- e) Implementation of Farm to School education programs in schools.

During the 2010-11 school year, OUSD Department of Nutrition Services (NS) received a grant to help implement Farm to School Plan developed in partnership with CAFF. The California Department of Food and Agriculture grant has been sponsored and monitored by UC Davis. Through this grant, OUSD NS has been able to:

- a) Develop produce purchasing RFP language to include geographic preference.
- b) Document that 45% of all produce (schools meals, Harvest of the Month Program, and Oakland Fresh Produce Markets) comes from local sources (within 250 miles of Oakland.)
- c) Provide training for NS staff regarding Farm to School.

Outside of the school meal program, OUSD NS also sponsors the Oakland Fresh School Produce Market Program. The Market Program began as a partnership with a local community organization, the East Bay Asian Youth

Center, and was established to build a school-based local food system that increases access to fresh, healthy and affordable food for Oakland residents and promotes healthy school environments for Oakland children and families. This network of 21 school produce markets throughout OUSD sells fresh, mostly locally grown and pesticide-free fruits, vegetables, eggs, nuts, and honey at schools which have student populations of which more than 70% qualify for free/reduced school meals. Produce is purchased from local family farmers and produce distributors, and sold by parents and students during after-school hours every week at each school site. The markets are open to parents, students, staff and community residents, and many also accept EBT food stamps. All school produce markets offer monthly cooking demonstrations and tastings, a Student Buyer Card program, and a Market-to-Classroom Lesson Toolkit for teachers. During the 2011-2012 school year, the Oakland Fresh School Produce Markets distributed an average of 3,000 pounds per week of fresh, healthy food to the community, grossed over \$150,000 in produce sales, supported 8 local family farms, and engaged over 150 parents and community residents as volunteers.

2. Promotion

While making improvements to school meals is important, ensuring that students take advantage of these changes is also a priority for OUSD. One way Nutrition Services has been able to do this is through a partnership with Alameda County Public Health Department (ACPHD) that provides the Harvest of the Month (HOM) education program at 37 schools. This program allows students to learn about and taste a variety of fruits and vegetables in the classroom.

HOM has expanded in OUSD to include a new model called Oakland Eats Garden Fresh (OEGF). While HOM is the basis for OEGF, it expands the concept by:

- a) Aligning HOM produce with Oakland’s growing seasons.
- b) Providing the opportunity for school gardens to align their planting and harvesting to support HOM classroom education.
- c) Creating a logo for OUSD NS that clearly marks menu items that are or contain local produce.
- d) Creating education opportunity about the importance of purchasing locally.
- e) Expanding HOM beyond 37 schools currently funded through Nutrition Network grants.
- f) Supporting the OUSD NS Farm to School Plan.

3. Experiential Learning

Twenty-five schools within OUSD have regular hands-on garden and garden-based nutrition education programs either during the school day or as part of afterschool programs. The school garden program helps students build a strong relationship with healthy, seasonal, and local produce. Some exemplary programs within the district include the Sustainable Urban Design Academy (SUDA) at Castlemont High School, Redwood Heights Elementary, Cleveland Elementary, West Oakland Middle School, and Lafayette Middle School. OUSD applied for and was selected to host two Food Corps Service Members for the 2013-2014 School Year. The service members will expand the school garden programs and experiential learning opportunities at Garfield Elementary School and the Stonehurst Campus.

4. Curriculum Integration

The Harvest of the Month program is supported by the Alameda County Public Health Department (ACPHD) through a network of Nutrition Educators who provide monthly curriculum support at 32 OUSD Harvest of the Month Schools. The University of California Cooperative Extension (UCCE) program provides similar support to an additional 9 OUSD schools. Both ACPHD and UCCE also provide monthly cooking demonstrations at all School Produce Markets. Additionally, as part of the Oakland Eats Garden Fresh movement, OUSD has developed a curriculum available to all teachers in the district with the goals of increasing the amount of fresh fruits and vegetables consumed by students and increasing teacher awareness about the importance of nutrition for

student health and achievement. OUSD provides annual professional development for teachers on this curriculum which is also available on the OUSD website.

5. Management and Organization

OUSD NS has historically managed the Farm to School efforts by hiring consultants, specifically CAFF. In 2012, Nutrition Services created a new position, Farm to School Supervisor, which was filled August 1, 2012. The Farm to School Supervisor, Alexandra Emmott, supervises the day-to-day operation of the Oakland Fresh Produce Markets, works on district level Farm to School procurement, and in partnership with CAFF, continues the implementation of the Farm to School priorities outlined in the Farm to School plan noted above. The Farm to School Supervisor reports directly to the Nutrition Services Executive Director, Jennifer LeBarre, and will supervise OUSD's Food Corps Service Members during the 2013-2014 school year.

6. Key Partners & Strategic Relationships

Oakland Unified has benefited enormously from the support of a variety of community partners including The Community Alliance for Family Farmers (CAFF), which has connected the district to family farmers and provided technical assistance to facilitate supply chain relationships; The University of California Davis, which has assisted OUSD in collecting procurement data; The Center for Ecoliteracy, which spearheaded the feasibility study for the new central kitchen facility; as well as the Alameda County Public Health Department and the University of California Cooperative Extension Program which both provide nutrition education and support to the Harvest of the Month Program and the School Produce Market Program. Additionally, the district has benefited from relationships with parent groups including the Oakland School Food Alliance and the Nutrition Advisory Council.

7. Evaluation Protocols

We currently evaluate our Farm to School procurement in partnership with CAFF and UC Davis by reviewing produce purchases using invoices provided by produce vendors for the school meal program, the Fresh Fruit and Vegetable Program, the Harvest of the Month Program, and the School Produce Market Program. This baseline data allows us to evaluate the degree to which we have increased or decreased our local purchases within a given reporting period.

8. Lessons Learned to Date

There have been several successes and challenges to date with OUSD's implementation of Farm to School. One major challenge overcome by the district was the incorporation of geographic preference into our produce RFP language, which ultimately required the revision of our RFPs. Though we have experienced significant success in increasing produce purchases from farms located within 250 miles of Oakland, there remain significant opportunities to increase purchases from small and medium sized farms and expand local procurement beyond produce to include grains, meats, and dairy products.

As a large and diverse school district, with both cooking kitchens and satellite kitchens, we have struggled to find a distribution and supply chain model that can be effective for all programs and schools. Though many large corporations have consolidated their food purchases to reduce costs and ease ordering, OUSD has moved in the opposite direction, splitting our produce purchases between a group of large and small distributors and family farms. This system has allowed us to increase our local purchasing while continuing to meet the basic needs of our cafeterias.

The disparity in our schools' and central kitchens' facilities has necessitated a gradual implementation of our Farm to School Program, and is a central issue addressed by the Center for Ecoliteracy's feasibility study, which recommended the construction of a new central kitchen facility in order to make significant improvements to the school meal program at OUSD.

Lastly, through our experience with Farm to School, OUSD has learned the importance of building strong student, staff, and parent support, a priority underscored by the Oakland Eats Garden Fresh Initiative. The passage of Bond Measure J by an astonishing 83% in November 2012 emphasized this overwhelming community support. Measure J will fund the construction of a new central kitchen as recommended by the Center for Ecoliteracy’s feasibility study.

THE PROJECT

9. Proposed Project

Goal 1: To increase the amount of California grown and processed products consumed by children in the OUSD through an innovative new lunch program called “California Thursdays.”

Though California is a rich source of agricultural products for the entire country, many of the leading California crops are not reaching our students. A recent report by The Center for Ecoliteracy and the TomKat Charitable Trust, “Are California Kids Eating California Food?,” suggests there is significant opportunity to increase the quantity of California agricultural products served on school menus statewide, “[The] magnitude of the state’s financial investment in school food creates an opportunity for a robust partnership between California schools and California producers.” The report surveys 6 school districts across the state and 12 agricultural crops and finds that for the districts surveyed, “compared with what is available, purchases of these 12 crops often remain modest.” As a district serving almost 7 million meals every year, Oakland has an important opportunity to partner with local agricultural producers to make positive systems change, support student well-being, build healthy life-long habits, and promote our economy and environment. The “California Thursdays” program will accomplish this, by sourcing an entire school lunch from California once a week at all schools across the district. The meal will meet the USDA guidelines for a reimbursable school lunch and include a protein, grain, and fruit or vegetable.

1.1 Recipe Development, Local Sourcing, and Supply Chain Building

As part of Bond Measure J, the new OUSD central kitchen is scheduled to open in the fall of 2015. The central kitchen will significantly shift the current food service operations in Oakland, with the replacement of the existing prepackaged satellite system with recipe kits ready to assemble on-site. The new central kitchen will also dramatically increase the ability of the district to store and process fresh produce and take advantage of low prices in season.

The CA Thursdays project is intended to both increase the amount of California food consumed by Oakland students over the next two years and to serve as an opportunity to pilot recipes, source affordable local ingredients, and build supply chain relationships for ultimate use in the new central kitchen.

Recipe Development: In partnership with the Center for Ecoliteracy and a focus group of cafeteria managers and cooks, we seek to develop tasty, fresh, affordable, culturally relevant recipes with a focus on CA grown ingredients.

Local Sourcing and Supply Chain Building:

- **Produce:** We plan to broker a relationship between Fresh Point, our main produce supplier, and Capay Organics, a medium sized family farm located in Yolo County, which currently aggregates produce from surrounding family farms and from which we purchase produce for the School Produce Markets. The project will provide necessary technical assistance to create a “local line” available through Fresh Point, which will allow cafeteria managers and cooks to order farm specific produce for use on the CA Thursdays menus.
- **Grains:** Our Farm to School Program focus to date has been increasing the percent of locally grown produce served as part of the school meal program. CA Thursdays will be OUSD’s first significant effort in increase the amount of California grown grains consumed by our students. California is a significant grower of both rice, supplying 22% of the total U.S rice production, and wheat, providing 2% of total U.S. productions. These products have important applications for the CA Thursdays program through whole

grains, pastas, tortillas, and breads. CA Thursdays will also prioritize the purchase of food processed in California by California companies.

- **Meats:** OUSD is currently in the planning stages of a collaborative chicken procurement project with School Food FOCUS to source chicken grown and processed in California and raised without the use of non-therapeutic antibiotics. The CA Thursdays program will be the venue through which we pilot this chicken on our menu, develop recipes for its use, and train our staff. California currently produces 3% of the total U.S. broiler chickens, and produced 250 million broiler chickens in 2009, with the majority of the production located in the San Joaquin Valley and Sonoma County, both within a 250 mile radius of Oakland. That said, there remains significant work to source affordable and applicable chicken products for the school food market. The CA Thursdays program will also afford the district the opportunity to explore purchasing other local and sustainable meats such as turkey and beef.

1.2 Support of Local Producers and the Local Economy

A 2011 report by the Portland-based nonprofit Ecotrust calculates that every dollar spent locally for school food adds \$1.86 to the economy. Central to the district’s Farm to School commitment is an understanding of the economic impact at stake for our families and community. The CA Thursdays program will increase district purchases not only from farms located within 250 miles of Oakland, but also prioritize purchases from small and medium sized family produce farms as well as poultry producers raising animals without the use of non-therapeutic antibiotics. These priorities, in combination with Oakland’s sizable buying power, have the potential to significantly shift the local economy.

By brokering a relationship between Fresh Point and Capay Organics, the project creates the opportunity to increase local growers’ sales volume dramatically. Additionally, because Fresh Point serves many other school districts in the area, the project will also expand the local purchasing options for neighboring districts.

Goal 2: To increase students’ awareness of the origin and agricultural character of the food items on their plates.

To make significant change, shifts in school meal procurement must be accompanied by shifts in student awareness and understanding of Farm to School principles. Through a robust marketing program, we will increase students’ awareness of the origin and agricultural character of the food items on their plates. As part of the CA Thursdays program, we plan to develop a variety of marketing materials to brand the program and educate students about the benefits of eating healthy, regional, and sustainable foods.

10. Key Project Partners

Community Alliance with Family Farmers (CAFF) – CAFF and OUSD have been longtime Farm to School partners. CAFF’s role in the CA Thursday project will be two-fold. First, under the direction of Arian Michas, Bay Area Regional Food Systems Manager, CAFF will serve as the liaison between Fresh Point Produce Distributor and Capay Organics. CAFF will provide the necessary technical assistance to ensure that produce is sourced from small and medium sized family farms, aggregated at the Capay facility in West Sacramento, ordered by cafeteria managers and cooks, and clearly labeled throughout the supply chain. Second, CAFF will work closely with OUSD and School Food FOCUS to map the landscape in California with the goal of identifying viable source(s) of CA farmed and processed chicken raised without the use of non-therapeutic antibiotics for use on the CA Thursday menu.

School Food FOCUS – School Food FOCUS is a collaboration to improve the quality of school meals nationwide, of which OUSD has been a long-standing member. The National Procurement Initiative (NPI) and Chicken Working Group are both FOCUS initiatives important to this grant proposal. These initiatives seek to shift the chicken supply chain towards more regional, healthy, and sustainable product. Chicken sourced through this avenue will be used for the CA Thursdays program.

The Center for Ecoliteracy (CEL) – The Center for Ecoliteracy has been a keen supporter of OUSD’s desire to improve school meals, spearheading the “Rethinking School Lunch” study as a road map for comprehensive

school food reform in Oakland. CEL, under the direction of Adam Kesselman, will assist the district in recipe development for the CA Thursdays program.

Fresh Point/Sysco - Fresh Point/Sysco is our current mainline produce distributor, serving the needs of our central kitchens and school cafeterias for the school meal program. While OUSD has made significant strides in increasing the overall percentage of produce sourced within a 250 mile radius of Oakland, we have not to date been able to consistently identify the specific farm source of an item before placing our orders. Fresh Point, in collaboration with Capay Organics and with the support of CAFF, has agreed to work with OUSD to implement a “local line,” whereby cafeteria managers will have the ability to order produce from specific local farms and these items will be separately identified by product codes.

Capay Organics – Capay Organics is a medium sized family farm located in Yolo County, CA, approximately 80 miles northeast of Oakland. Capay is uniquely situated because, in addition to growing a variety of crops, the company currently aggregates produce from other family farms in Northern California and distributes this produce to Bay Area wholesale customers and individuals through a program called “Farm Fresh to You.” Capay Organics already aggregates produce for use in the OUSD School Market Program and is interested in expanding to the school meal program as part of CA Thursdays. Capay has warehouse facilities in Capay, West Sacramento, San Bruno, San Leandro, and San Jose.

11. Objectives, Activities and Timeline

GOAL 1: To increase the amount of California grown and processed products consumed by children in the OUSD through an innovative new lunch program called “California Thursdays.”

Objective 1.1 – By June 2014, establish at least 10 local suppliers for CA Thursdays.

- Broker supply chain relationship between Capay Organics and Fresh Point.
 - *Who: OUSD Farm to School Supervisor, CAFF.*
- Set up “Local Line” within Fresh Point order System for produce.
 - *Who: OUSD Farm to School Supervisor, CAFF.*
- Train OUSD cafeteria managers on new order codes during January 2014 manager meetings.
 - *Who: OUSD Farm to School Supervisor, CAFF.*
- Identify local sources for CA Thursdays Grains.
 - *Who: OUSD Farm to School Supervisor.*
- Identify local source of chicken raised without the use of non-therapeutic antibiotics for use on the CA Thursdays Menu.
 - *Who: OUSD Farm to School Supervisor, School Food FOCUS, CAFF.*
- Establish Sysco product identification numbers and order codes for local products, and incorporate into menu production and order guides.
 - *Who: OUSD Farm to School Supervisor, OUSD Menu Planner.*
- Coordinate implementation of local products with recipe development and staff training.
 - *Who: OUSD Farm to School Supervisor, CAFF, Center for Ecoliteracy, OUSD Chef, OUSD Menu Planner, OUSD Cafeteria Managers and Cooks.*

Objective 1.2 – By July 2014, develop at least 6 recipe for CA Thursdays.

- Convene at least 2 focus groups; identify up to 4 cafeterias to pilot recipes.
 - *Who: OUSD Farm to School Supervisor, Center for Ecoliteracy, OUSD Chef, OUSD Menu Planner, OUSD Cafeteria Managers and Cooks.*
- Develop 4 CA Thursdays recipes in year 1.
 - *Who: OUSD Farm to School Supervisor, Center for Ecoliteracy, OUSD Chef, OUSD Menu Planner, OUSD Cafeteria Managers and Cooks.*

- Test CA recipes with students.
 - *Who: Center for Ecoliteracy, Food Corps Members.*
- Update recipes, order guides, menu production sheets.
 - *Who: OUSD Farm to School Supervisor, OUSD Menu Planner, Center for Ecoliteracy.*
- Develop additional 2-4 CA Thursdays recipes and revise recipes as needed.
 - *Who: OUSD Farm to School Supervisor, Center for Ecoliteracy, OUSD Chef, OUSD Menu Planner, OUSD Cafeteria Managers and Cooks.*
- Assess and Make Recommendations for CA Thursdays Recipes for use in New Central Kitchen.
 - *Who: Center for Ecoliteracy, OUSD NS Executive Director, OUSD Farm to School Supervisor, OUSD Chef, OUSD Menu Planner.*

Objective 1.3 – By August 2014, train OUSD staff on CA Thursdays recipes.

- Develop professional development trainings for staff, focusing on protocols for cooking meat from a raw state.
 - *Who: Center for Ecoliteracy, OUSD NS Executive Director, OUSD Farm to School Manager, OUSD Chef, OUSD Menu Planner.*
- Conduct first round of professional development for staff during spring break & March manager meetings 2014.
 - *Who: Center for Ecoliteracy, OUSD NS Executive Director, OUSD Farm to School Manager, OUSD Chef, OUSD Menu Planner.*
- Conduct second round of professional development for staff during back to school trainings.
 - *Who: Center for Ecoliteracy, OUSD NS Executive Director, OUSD Farm to School Manager, OUSD Chef, OUSD Menu Planner.*
- Troubleshoot with managers and cooks to ensure accurate ordering for CA Thursdays.
 - *Who: OUSD Farm to School Supervisor, OUSD Field Supervisors, OUSD NS Central Staff.*

Objective 1.4 – By June 2015, incorporate CA Thursdays into the OUSD cycle menu rotation and menu at least 30 CA Thursdays lunches.

- Gather Baseline Procurement Data by calculating the percent of produce currently purchased from farms under 500 acres and the percent of other food products purchased from CA companies.
 - *Who: OUSD Farm to School Supervisor, CAFF, Food Corps Members.*
- By June 2015, Gather Comparative Procurement Data
 - *Who: OUSD Farm to School Supervisor, OUSD Data Consultant.*

GOAL 2: To increase student’s awareness of the origin and agricultural character of the food items on their plates.

Objective 2.1 – By February 2014, develop CA Thursdays marketing material and communications strategy.

- Develop CA Thursdays logo.
 - *Who: OUSD Farm to School Supervisor, OUSD PR Consultant.*
- Develop and print CA Thursdays posters, CA Thursdays T-shirts, CA Thursdays lunch line tags, and CA Thursdays buttons.
 - *Who: OUSD Farm to School Supervisor, OUSD PR Consultant.*
- Convene 2 community engagement session with cafeteria staff, school teachers, school principals, students and parents to develop communications strategy, including social media.
 - *Who: OUSD Farm to School Supervisor, OUSD PR Consultant, OUSD Nutrition Advisory Council.*

Objective 2.2 – By March 2014, utilize the strategies outlined in the CA Thursdays marketing material and communications strategy to engage at least 20,000 OUSD students and staff.

- Distribute CA Thursdays marketing materials to all schools at March manager meetings.
 - *Who: OUSD Farm to School Supervisor, OUSD NS Executive Director.*
- Distribute CA Thursdays marketing materials to teachers.
 - *Who: OUSD Cafeteria Managers and Satellite Leads, Food Corps Service Members.*
- Distribute CA Thursdays marketing materials to all School Produce Markets.
 - *Who: OUSD Farm to School Supervisor, Food Corps Service Members.*
- Write press release for CA Thursdays program.
 - *Who: OUSD Farm to School Supervisor, OUSD Communications Department.*
- Post CA Thursdays information on OUSD Website and facebook page.
 - *Who: OUSD PR Consultant.*
- Include CA Thursdays in Superintendent’s bulletin to all staff.
 - *Who: OUSD NS Executive Director, OUSD Communications Department.*

Objective 2.3 – By June 2015, increase student consumption of CA grown and processed products by 20%.

- Choose 4 schools for evaluating impact of CA Thursdays.
 - *Who: OUSD Farm to School Supervisor, OUSD NS Executive Director.*
- Develop Pre- and Post- Questionnaires for Students.
 - *Who: OUSD Farm to School Supervisor, Food Corps Members.*
- Administer Pre- Questionnaires for Students.
 - *Who: Food Corps Members.*
- Administer Post-Questionnaires for Students.
 - *Who: OUSD Farm to School Supervisor.*

12. Evaluation Plan

OUSD anticipates that the CA Thursdays Program will bring multiple benefits. We plan to evaluate the success of the program based on the following measures:

- a) Changes in the percentage of produce purchased from small and medium sized family farms (less than 500 acres) within a 250 mile radius of Oakland.
- b) Changes in the percentage of grains, dairy products, and meats purchased from CA producers and companies.
- c) Changes in the percentage of poultry raised without the use of antibiotics or with the sustainable and safe use of antibiotics purchased from CA producers and companies.
- d) Changes in student and behavior/perceptions.
- e) Economic impact on local farmers and producers.

OUSD has current baseline data for the percentage of produce purchased from farms located within 250 miles of Oakland, but we lack baseline data specifying the size of these farms. As a district surrounded by both family farms and large-scale agribusinesses, we are seeking to deepen the integrity of our Farm to School Program by increasing our purchases from small and medium sized family farms, defined as farms smaller than 500 acres. This will require baseline data on our current procurement to be collected. Likewise, we lack baseline data on the origin of our non-produce purchases, and will need to collect this data as part of this grant proposal.

Farm to School Programs can lead to multiple changes in student behavior. We plan to conduct pre- and post-surveys to determine the extent to which the CA Thursdays program has influenced Oakland students. We will need to use sample groups for the purposes of this evaluation.

Lastly, we anticipate the CA Thursdays program will have a significant impact on the local economy. OUSD will work with CAFF, Fresh Point, and Capay Organics to determine the gross economic impact of the CA Thursdays Program.

13. Sustainability

OUSD NS is committed to sustaining the CA Thursdays Program beyond the end of the project period. We see this project as both an opportunity to increase the consumption of California foods consumed by Oakland students over the next two years and an opportunity to build our capacity to procure and prepare local foods as we plan for the opening of the new central kitchen. It is our intention to use the CA Thursdays program to pilot recipes, source ingredients, and begin training our staff. The supply chain relationships established as part of this proposal will permanently benefit not only Oakland Unified, but all school districts purchasing produce through Fresh Point. Marketing the California Thursdays program to our students, families, and staff will also have a sustained impact on the district and increase the demand for healthy regional foods, ultimately driving meal participation and increasing sales at our School Produce Markets.

QUALITY ASSURANCE AND STAFFING

14. Project Management & Quality Assurance

OUSD NS has a strong record of accomplishment implementing Farm to School programs and improving the school meal program overall. Quality school meals are central to the District’s mission to provide full service community schools and as such, the CA Thursdays program will be fully supported not only by Nutrition Services, but by the entire school district. Oakland Superintendent Tony Smith believes “school food reform is not separate from school reform; it’s part of the basic work we have to do in order to correct systemic injustice, pursue equity, and give our children the best future possible.”

The district, in creating a permanent position of Farm to School Supervisor, has already taken a significant step towards institutionalizing Farm to School within Oakland. The CA Thursdays program represents the next chapter for Farm to School and, through a combination of strong district leadership and leveraging existing partnerships, we will be able to maximize our impact and ensure the success of the CA Thursdays program.

As outlined in Section 11 above, we intend to implement the project beginning with a development and training phase, followed by an initial implementation phase, then a scale-up and troubleshooting phase, and finally an evaluation phase. This multi-phase approach ensures the project will have the necessary background to be successful. Project staff and supervisors will meet on a bi-weekly basis to monitor progress, manage the project budget, and assess project deliverables.

15. Staffing

Project Supervisor: Jennifer LeBarre, Executive Director, OUSD Nutrition Services

Roles and Responsibilities: Jennifer will administer the project budget and provide general oversight for the project, with a specific focus on scalability.

Qualifications: Jennifer has worked for OUSD since 1998, and has held the position of Executive Director since 2008. Under Jennifer’s supervision, Oakland’s Nutrition Services Department has garnered a national reputation as a leader on healthy child nutrition initiatives, including Farm to School. Jennifer holds a BA in in Psychology and History from the University of California Santa Cruz.

Project Manager: Alexandra Emmott, Farm to School Supervisor, OUSD Nutrition Services

Roles and Responsibilities: Alexandra will serve as the project lead, supervising the development, implementation, and evaluation of the CA Thursday program. Alexandra will coordinate community partnerships with CAFF, the Center for Ecoliteracy, and School Food FOCUS as well as supervise professional development for OUSD staff, and coordinate the implementation and sourcing of local produce, grains, meats, and dairy for the

district.

Qualifications: Alexandra has over 9 years professional food service and program management experience with a focus on school food, small business, and sustainability. She has been with OUSD since August 2012, and before coming to Oakland worked at Boston Public Schools in the capacity of Program Manager, supervising the Fresh Fruit and Vegetable Program and collaborating on Farm to School programming. Previously, Alexandra owned a small artisan food business in Boston. She holds a BA in Psychology from McGill University in Montreal, Canada.

Nutrition Services Project Consultant: Amy Glodde, Menu Planner, OUSD Nutrition Services

Roles and Responsibilities: Amy will ensure that recipes developed as part of the CA Thursdays program meet the USDA meal pattern requirements and fit into the weekly OUSD menus. Amy will also assist in coordinating with Sysco to set up any new products and codes in the OUSD order system.

Qualifications: Amy is a Registered Dietician who has consulted for OUSD since 2007 in the capacity of menu planner. Amy also works as a nutritionist at the Alameda County Department of Public Health. She holds an MPH from San Jose State University in San Jose, CA.

Project Consultant: Ariane Michas, Bay Area Regional Food Systems Manager, Community Alliance with Family Farmers

Roles and Responsibilities: Ariane will serve as the liaison between Fresh Point and Capay Organics and provide technical assistance on behalf of OUSD to develop a local line of produce available through Fresh Point. Ariane will also work in collaboration with School Food FOCUS on resource mapping and sourcing of sustainably raised California chicken, and will consult on protein sourcing and marketing for the CA Thursdays program.

Qualifications: Ariane is the Bay Area Regional Food Systems Manager for CAFF. She holds an MA in Anthropology from UC, Davis and a BA in Anthropology from UC, Santa Cruz. Ariane led the statewide Buy Fresh Buy Local campaign for three years, publishing local food guides and overseeing consumer education and marketing assistance to family farmers. Currently she focuses on technical assistance projects in the supply chain, working with a consortium of hospitals in the Bay Area to source more regional, sustainable, and healthful food, and leading CAFF's work with OUSD.

In-Kind Project Consultant: Adam Kesselman, Rethinking School Lunch Manager, Center For Ecoliteracy

Roles and Responsibilities: Adam will assist the district in developing recipes and menus for use in the CA Thursdays Program.

Qualifications: Adam has over 7 years professional experience in sustainable school menu design and implementation, and currently leads the Rethinking School Lunch program for the Center for Ecoliteracy in Berkeley, CA. Adam is adept in institutional procurement, sourcing, recipe development, and food safety. He holds a BA in Art History from the University of Virginia.

Project Coordinators: Food Corps Service Members, To Be Hired August 2013

Roles and Responsibilities: OUSD applied for and was awarded 2 Food Corps Service Members which will be joining the Nutrition Services Department in August 2013. The Food Corps service members will each spend 1 day per week working directly with Alexandra Emmott on Farm to School program implementation on a district level. In this capacity, they will assist in the collection of baseline data outlined in Section 12 above. They will also take a lead role in conducting pre-questionnaires for students and staff, executing student taste tests, and promoting the CA Thursday program.

Budget Narrative

The project budget is for 2 years of implementing farm to school programming with matching funds valuing 26.9% of the project's overall budget of \$136,800.00.

Budget Categories	Description	Total	Federal	Match	Type of Match (source)
Personnel	Salary, Farm to School Supervisor	\$56,800.00	\$45,000.00	\$11,800.00	Cash contribution; revenue from school produce markets
Personnel	Salary, Food Corps Service Members – OUSD Contributions	\$5,000.00	N/A	\$5,000.00	Cash contribution; revenue from catering
Personnel	Overtime/Extra-time, OUSD Cafeteria Managers and Cooks Professional Development Trainings	\$8,000.00	\$8,000.00	N/A	
Contractual	CAFF Consultant	\$15,000.00	\$15,000.00	N/A	
Contractual	Marketing and PR Consultant	\$5,000.00	\$5,000.00	N/A	
Contractual	Data Consultant	\$10,000.00	\$10,000.00	N/A	
Contractual	Recipe Development Consultant	\$20,000.00	N/A	\$20,000.00	In-kind; Center for Ecoliteracy
Supplies	Marketing Materials	\$15,000.00	\$15,000.00	N/A	
Supplies	Professional Development Training Materials	\$2,000.00	\$2,000.00	N/A	
Total Direct Charges		\$136,800.00	\$100,000.00	\$36,800.00	
Indirect Charges		N/A – We are not asking for Indirect Charges			
TOTAL Project Budget (Direct + Indirect)		\$136,800.00			

Total Matching Funds: \$36,800.00.

- 1) *Cash Contribution: Produce Market Revenue (\$5,900.00 per year for a total of \$11,800.00.) The Oakland Fresh School Produce Markets generate approximately \$150,000.00 of revenue annually. The OUSD Farm to School Supervisor will serve as the project manager for this grant and continue to coordinate and supervise the school markets. There will be significant overlap and mutual benefit*

between the grant project and the school markets including marketing of the CA Thursdays program at the school produce markets, and consolidating produce sourcing for the school produce markets and the CA Thursdays lunch program.

- 2) **Cash Contribution; OUSD Catering Revenue (\$2,500.00 per Food Corp Service member for Year 1 of the grant period, for a total of \$5,000.00)** OUSD is hosting 2 Food Corps Service members for the 2013-2014 School Year, and is required to contribute \$5,000.00 towards each member's salary. \$2,500.00 of this contribution for each member will be paid for via OUSD catering program revenue. Food Corps Service Members will collect baseline procurement data and conduct pre-surveys of students and staff, and assist the Farm to School Supervisor in implementing the CA Thursdays Program. We estimate that each service member will spend approximately 278 hours on this project. In Year 2 of the grant period, OUSD will hire a data consultant (see below) to assist the Farm to School Supervisor in collecting comparative data.

$278 \text{ hours} \times \$9/\text{hr} \sim \$2,500.00$

$\$2,500.00 \times 2 \text{ service members} = \$5,000.00 \text{ total}$

- 3) **In-Kind: Center for Ecoliteracy Project Consultant, Adam Kesselmen (\$10,000.00 per year for a total of \$20,000.00.)** Center for Ecoliteracy will support OUSD in developing recipes for use in the CA Thursdays program. Project Consultant Adam Kesselman will provide 200 hours of service for the project per year.

$200 \text{ hours} \times \$50/\text{hr} = \$10,000.00 \text{ per year}$

$\$10,000.00 \times 2 = \$20,000.00 \text{ for the 2 year period}$

Total Project Budget: \$136,800.00.

a. Personnel

Total Personnel: \$69,800.00

Total Match: \$16,800.00

Total USDA Farm to School Grant: \$53,000.00

Farm to School Supervisor; Alexandra Emmott (\$22,500.00 per year for a total of \$45,000.00)

This project is estimated to take 40% of the OUSD's Farm to School Supervisor's time (Full-time Employee) to accomplish.

FTE Farm to School Supervisor Salary = \$71,000.00

40% of FTE Salary = $\$71,000.00 \times 0.40 = \$28,400.00$ (for 1 year)

40% Salary for 2 years = $\$28,400.00 \times 2 = \$56,800.00$

Oakland Fresh School Produce Markets will cover \$5,900.00 per year (\$11,800.00 for the 2 year grant period) of the Farm to School Coordinator's salary. USDA Farm to School Grant will cover \$22,500 per year (\$45,000 for the 2 year grant period), and OUSD will cover the remaining 60% of the salary plus benefits.

Food Corps Service Members; To Be Hired August 2013 (\$2,500.00 each for Year 1, for a total of \$5,000)

Please see explanation above under matching funds.

OUSD Cafeteria Managers and Cooks; Overtime and Extra-time for Professional Development Trainings.

We anticipate 3-4 professional development sessions for our managers and cooks as part of the CA Thursdays project.

Average pay = \$12/hr, Overtime pay = \$18/hr

4 x 2.5 hours professional development = 10 hours x 28 cooking schools, with 1 manager and 1 cook at each school = 560 hours of labor.

Assuming half of these hours (280) paid as extra-time = $280 \times \$12/\text{hr} = \3360.00

And half of these hours (280) paid as overtime = $280 \times \$18/\text{hr} = \5040.00

Total ~ \$8000.00 covered by USDA Farm to School Grant. Any additional required training funds will be covered by OUSD NS.

b. Fringe Benefits

We are not requesting Fringe Benefits as part of this grant application. OUSD will cover fringe benefits for the Farm to School Supervisor, Food Corps program covers fringe benefits for the Food Corps Service Members.

c. Travel

N/A

d. Equipment

N/A

e. Supplies

Total Supplies Budget: \$17,000.00.

Total Matching funds: \$0.00

Total USDA Farm to School Grant: \$17,000.00

Supplies will cover education, outreach, and marketing materials for use in the CA Thursdays PR/ Communications strategy for as well as the costs associated with Professional Development for OUSD Cafeteria staff.

Marketing Materials (\$15,000.00) may include but not limited to printing posters, t-shirts, and cafeteria line tags, buttons, and district-wide promotional events.

Professional Development (\$2,000) may include but not limited to printing curriculum, laminating production charts and guides, buying needed culinary tools.

USDA Farm to School Grant will cover the cost of all budgeted supplies.

f. Contractual

Total Contractual Budget: \$50,000.00

Total Matching funds: \$20,000.00

Total USDA Farm to School Grant: \$30,000.00

CAFF Consultant (\$15,000); \$7,500 per a year for 2 years.

Ariane Michas, the Bay Area Regional Food Systems Manager for CAFF, will provide technical assistance to broker a supply chain relationship between Capay and Fresh Point, and help OUSD track its local purchasing.

$150 \text{ hours} \times \$50/\text{hr} = \$7,500.00 \text{ per year}$

$\$7,500.00 \times 2 \text{ years} = \$15,000 \text{ total}$

Marketing and PR Consultant (\$5,000): \$2,500 per a year for 2 years.

Ericka Doolittle is the current Marketing and PR Consultant for OUSD NS. Ericka will design the CA Thursdays logo and marketing materials and update the OUSD Website and facebook page with help from the OUSD Farm to School Supervisor.

42 hours per year x \$60/hr ~ \$2,500.00

\$2,500 x 2 years = \$5,000 total.

Data Consultant (\$10,000): \$10,000 grant year 2 only.

OUSD will hire a Data Consultant in year 2 of the grant to conduct post-surveys with students and staff, collect comparative procurement data, and assist the Farm to School Supervisor in evaluating the project. The Food Corps Service Members will conduct the pre-surveys and collect baseline procurement data in year 1.

200 hours x \$50/hr = \$10,000.00 total for year 2 only.

Recipe Development Consultant (\$20,000): \$10,000 per a year for 2 years. Center for Ecoliteracy will provide in-kind recipe development consultation for the project term. Please see explanation above under matching funds section.

g. Construction (N/A)

h. Other (N/A)

j. Indirect Charges

We are not requesting indirect costs associated with this project. Center for Ecoliteracy will cover indirect costs associated with the Recipe Development Consultant and OUSD will cover all remaining indirect costs associated with the project.